

# DOE Topical Committee Minutes

March 20, 2003

	Agenda Item	Person	Discussion
	<b>Phone In Attendance:</b>	All	Robert Waters, Deborah Reed, Mike Duncan, Gail Walden, Jim Kleinsteuber, Bob Keen, Jeff Chung, Darrell Fong, Don VanAcker, Jeff Hill for Jim Blankenship, Dan Marsick
	<b>Agenda Items</b> <ol style="list-style-type: none"> <li>1. Selection of new Chair and Officers</li> <li>2. Handbook</li> <li>3. Moving Activity to EFCOG</li> <li>4. Chemical Safety Workshop</li> </ol>		<u>Teleconference started at 2:00p.m. EST</u>
	<b>Business of the Day</b>	All	<p>In light of Mike Duncan's resignation, we needed to replace Mike as Chair. After a discussion Debbie Reed, Y-12, volunteered and was accepted by acclamation. Jeffery Chung LLNL, became the new Vice Chair and Jim Kleinsteuber indicated that he was satisfied with continuing as the secretary.</p> <p>Waters indicated that some minor changes were made to the Handbook emphasizing that BBS is not a requirement and the volume does not impose a requirement, and a request was being made to the Assistant Secretary to allow publication via the technical standards program. We discussed the volume 2 of the Handbook would actually be a Good practices volume. The initial concept would be for the volume to be divided into 5 or 6 sections related to the BBS process:</p> <ol style="list-style-type: none"> <li>a. Establishing BBS Readiness</li> <li>b. Setting up the BBS Process</li> <li>c. Identifying At-Risk Behaviors</li> <li>d. Review and Revision</li> <li>e. Maintaining and Growing the Process</li> <li>f. BBSP and other Safety Efforts</li> </ol> <p><b>Action:</b> Everyone identify people to write papers for each of the proposed sections</p> <p>Darrell Fong said that what his management would appreciate is something that indicates the type of activity for current BBS programs (e.g., security &amp; protection, crafts, chemical plants etc) so that when growing BBS, there is a specific facility to for how to info.</p> <p><b>Action:</b> Darrell will create a table with the help of the committee. Jeffery Chung offered assistance. (This effort could matrix with the vol. 2.)</p> <p>Discussion was held about updating the web page (each site sending update info). New info is expected from existing sites, SRS (outsider of SUD), LANL, and Y12 etc. We will start posting current minutes on the website. It was suggested that the winning posters from the Sr. Exec. Summit be posted on the Topical Committee web page. This was changed to put all the BBS posters up. Waters will put them up when received.</p>

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			<p>It was pointed out by the new Chair that the Charter is due for review. Everyone took an <b>ACTION</b> to review the charter and discuss on next CC.</p> <p>Mike Duncan invited all to attend to the SRS Safety Conference on June 17-18. The conference will focus around BBSP and the keynote speaker will be Jim Spigener of BST® who will also give workshops. A topical committee meeting could be held following on June 19.</p> <p>Debbie Reed informed us of the Y-12 safety expo on July 30, 2003, and invited all.</p> <p>Contact Waters: <a href="mailto:Robert.waters@eh.doe.gov">Robert.waters@eh.doe.gov</a>  Phone: 410-883-0488</p> <p>Teleconference adjourned at 3:03 p.m. EST</p>
	<b>New Business/Action Items</b> <ul style="list-style-type: none"> <li>▪ Action Items</li> </ul>	<p>Darrell Fong</p> <p>All</p> <p>Bob Waters</p>	<ol style="list-style-type: none"> <li>1. E-mail Topical Committee membership request for specific information</li> <li>2. Send Waters process updates for the inclusion to web page (<a href="http://tis.eh.doe.gov/bbs/">http://tis.eh.doe.gov/bbs/</a>)</li> <li>3. Begin taking comments of Topical Charter for review and update, charter can be found at the following URL:   <a href="http://www.eh.doe.gov/whs/TechComm/BBSindex.htm">http://www.eh.doe.gov/whs/TechComm/BBSindex.htm</a></li> <li>4. Membership asked to identify individuals to contribute papers to Volume II of the Handbook</li> </ol>
	<b>Plus – Delta’s</b>		<p><b>+’S</b></p> <ul style="list-style-type: none"> <li>• New Chair Deborah Reed and Vice-Chair Jeff Chung Named</li> <li>• Active participation from attendees</li> <li>• Welcome SRS new member: Gail Walden</li> </ul> <p><b>D’S</b></p> <ul style="list-style-type: none"> <li>• Low number of phone response</li> <li>• Mike Duncan’s Chair resignation effective April 1, 2003</li> </ul>
	<b>Upcoming Presentations Calendar</b> (Please forward additions from your schedule of both presentations at and/or hosting of conference) <a href="mailto:jimfk@lanl.gov">jimfk@lanl.gov</a>		April 8-9, 2003-SPRO-EFCOG, Occupational Safety and Health Subgroup Meeting. Albuquerque, NM
	<b>Upcoming Events Calendar</b>		June 17-18, 2003-SRS Safety Conference July 30, 2003-Y-12 Safety Expo

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	<b>Next On-Site Meeting</b> <ul style="list-style-type: none"><li>• TBD</li></ul> <b>Next Conference Call</b> <ul style="list-style-type: none"><li>• April 24, 2003</li></ul>	All	
	<b>DOE Sponsor- Robert Waters, EH-5</b> <b>Committee Chair- Deborah Reed, BWXT Y-12</b> <b>Committee Vice-Chair- Jeff Chung, LBNL</b> <b>Recording Secretary- Jim Kleinsteuber, LANL</b>		